

**REGULAR COUNCIL MEETING  
CITY OF NISSWA  
WEDNESDAY, OCTOBER 18, 2017  
7:00 P.M. – CITY HALL**

The regular meeting of the Nisswa City Council was held on Wednesday, October 18, 2017 at 7:00 p.m. at City Hall.

Members Present: Heidmann, Jacobson, Johnson, Krautkremer and Ryan.

Members Absent: None.

Also Present: City Staff Jenny Max, Tom Blomer, Craig Taylor, Matthew Hill and Brian Ferrell; City Attorney Tom Pearson and City Engineer Mark Hallan. There were approximately six people in the audience.

- A. Mayor Heidmann called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.
- B. Consent Calendar – Jacobson requested item B.5. and B.5.a be pulled from the Consent Calendar and moved to New Business. Motion by Jacobson, seconded by Ryan to approve the Consent Calendar as presented with the following items listed:
1. Regular Council Meeting Minutes of September 20, 2017
  2. Police Chief's Report – September 2017
  3. Planning & Zoning Administrator's Report – October 2017
  4. Public Works Director's Report – October 2017
  5. *Moved to New Business*
  6. Spirits of Nisswa Manager's Report – October 2017
  7. Fire Chief's Report – September 2017
  8. Personnel Changes – October 2017
  9. Presentation of Claims – Check register #40777-41016 totaling \$366,571.45

Motion carried unanimously.

- C. Open Forum – Mandy Vanek from Hole in the Day Drive asked about the process for having a sound wall constructed to provide a buffer between her property and Highway 371. Vanek stated that there are different types of options for what type of wall would work to provide a safety barrier between her property and the highway. Johnson noted that since the property is in MN DOT right of way, Vanek should initially bring her request to MN DOT. If MN DOT is willing to look further into the issue they would likely contact the City at that time.

D. Reports –

1. City Administrator/Clerk:
  - a. Jenny Max provided some background regarding the City's current bank account structure and reviewed the memo included in the Council packet.

Motion by Jacobson, seconded by Ryan to approve the Changes to City Bank Accounts as presented. Motion carried unanimously.

- b. Max requested City Council consideration to move Matthew Hill from probationary status to permanent employee. Max stated that both she and Councilmember Johnson support this request and thanked Matthew for exhibiting professionalism, attention to detail and thoroughness in his work. Motion by Johnson, seconded by Krautkremer to approve moving Matthew Hill, Parks & Recreation Director, from Probationary Status to Permanent Employee as presented. Motion carried unanimously.
- c. Max requested the Council set a date for the next budget workshop meeting. Motion by Jacobson, seconded by Johnson to set a Budget Workshop Meeting for Monday, November 6<sup>th</sup> at 6:00pm. Motion carried unanimously.

Max noted that both she and Public Works Director Tom Blomer attended the Highway 371 grand opening ceremony at SuperValu earlier today and that she is still working on gathering information on updating the website and improving the Council Chambers audio/visual capabilities.

2. City Attorney – No report.
3. City Engineer:
  - a. Mark Hallan provided an update for the Council regarding the final payment to Anderson Brothers for the Main Street Project. Hallan noted the final retainage due to Anderson Brothers is \$2,000, of which the City would like to pay \$500 to Martin's Sport Shop and pay the remaining \$1,500 to Anderson Brothers. Motion by Johnson, seconded by Jacobson, to approve the final payment to Anderson Brothers in the amount of \$1,500 and payment to Martins Sport Shop for \$500 as presented. Motion carried unanimously.

Hallan noted that Mathiowetz Construction submitted the final quantities for the Edna Lake Road project. The total contract price ended up \$767.11 higher due to additional materials needed to complete the project. Motion by Johnson, seconded by Krautkremer to approve payment to Mathiowetz Construction in the amount of \$39,983.74 for the 2017 Edna Lake Road improvements. Motion carried unanimously.

E. New Business –

Item B.5. and B.5.a moved from Consent Calendar to New Business – Jacobson questioned why the Parks & Recreation Commission meeting minutes were included in the Council packet for approval. Max noted that sometimes Commission minutes are included in the packet as Council information, but that a new process will be implemented so that all department commission reports are provided to the Council consistently going forward. Motion by Jacobson, seconded by Johnson to approve the Parks & Recreation Director's Report for October 2017 as presented. Motion carried unanimously.

1. Brian Ferrell provided background information for the Council regarding the purchase and installation of a new Spirits of Nisswa sign. Farrell noted that he

solicited a handful of quotes from different companies for a new sign. The quotes ranged from \$40,000-\$65,000, depending on various factors. Farrell noted that he would like the new sign to have the right aesthetic for the Nisswa community and that it would be something the City can be proud of. Currently the City has received \$18,000 from insurance as compensation for the old sign and there is potential for up to \$3,000 more for a total of \$21,000. Spirits of Nisswa has reserve funds available to use for the cost of the new sign and will still be able to make the \$200,000 transfer to the City at the end of the year. Johnson asked if this is a far better sign, to which Farrell noted that the new sign will include a reader board and will also be backlit. Farrell said that the proper approvals from Schaefer's will be obtained since they are the property owner and that the new sign will be reviewed by the Planning & Zoning Commission at their November 7<sup>th</sup> meeting. Motion by Krautkremer, seconded by Johnson to approve authorizing City Staff to move forward with the purchase and installation of a new Spirits of Nisswa sign at a total cost not to exceed \$70,000, subject to approval from the Planning & Zoning Commission. Motion carried unanimously.

2. Parks & Recreation Department:

- a. Creation of Steering Committee for the Gull Lake Trail Development – Motion by Krautkremer, seconded by Jacobson to approve the Creation of a Steering Committee for the Gull Lake Trail Development as presented. Motion carried unanimously.
- b. Acceptance of the Roles and Responsibilities of Council and Friends of Nisswa Lake Park – Motion by Johnson, seconded by Jacobson to Accept the Roles and Responsibilities of Council and Friends of Nisswa Lake Park as presented. Motion carried unanimously.
- c. Accept Priorities of Development as Proposed by the Parks Commission – Matthew Hill noted that the document gives the Friends of Nisswa Lake Park some structure and helps focus their fundraising efforts. Motion by Jacobson, seconded by Krautkremer to Accept the Priorities of Development as Proposed by the Parks Commission as presented. Heidmann thanked Hill for putting this information together. Motion carried unanimously.

3. Discussion and Vote on Keeping or Rescinding the City's Current Assessment Policy – Heidmann noted that he would like to move the City forward in making decisions and provide a clear path for the staff. Heidmann said that the City does not have a crisis that we thought we did a year ago and that he would like the citizens to know what the Council wants to do. Jacobson stated that he would like to wait and see the information that comes from Heather Casperson at the next Public Works meeting, have an opportunity to ask questions, and then make an intelligent decision. Krautkremer noted he would also like to see what information is presented by Heather and better understand the financial numbers. Ryan said he would like to see the numbers first, and that the initial push to adopt the policy was a rush job and he doesn't want to repeat the same mistake. Krautkremer stated that the Council has time to do this right. Johnson noted that he is in the middle, but that he doesn't like

the policy as it is at this time. Tom Pearson said that the City should have an assessment policy on the books but that it is only a guiding document and not required to be used every time a project is going to be done. Discussion ensued regarding how valuation of properties occurs to determine how much can be assessed with the 429 process. Ryan noted that it is important for the public to attend the next Public Works Committee meeting to better understand this important topic. Ryan also stated that if there are special needs or requests made by property owners, the City should have a policy in place to allow assessment of those additional amenities brought forward by the residents. Following discussion, Motion by Jacobson, seconded by Ryan to table the Discussion and Vote on Keeping or Rescinding the City's Current Assessment Policy until the November Council Meeting to allow more time for review and to hear the presentation by Heather Casperson at the Public Works Committee Meeting on November 8<sup>th</sup>. Motion carried 3:2 with Heidmann and Johnson opposed.

F. Old Business –

1. The Council reviewed a draft Ordinance amendment for Chapter 2 of the City Code to amend its purchasing policy. Pearson noted that the new verbiage came from the City Administrator and thanked Max for her input. Motion by Jacobson, seconded by Ryan to approve Ordinance Amendment No. 13 for Chapter 2 of the City Code, Purchasing Policy as presented. Motion carried unanimously.
  - a. Motion by Jacobson, seconded by Krautkremer to approve publication of Ordinance Amendment No. 13 for Chapter 2 of the City Code, Purchasing Policy in summary form in the local newspaper. Motion carried unanimously.
2. Mayor Heidmann noted that the Council will go into closed session following the Council reports and will only re-open the regular meeting to adjourn.

G. Council Reports –

1. Heidmann expressed appreciation to Max for helping to keep things running smoothly in the City.
2. Jacobson asked to receive a reminder prior to the next Public Works Meeting and for Max to further review the Consent Calendar presentation of items in the Council packet.
3. Johnson – No report.
4. Krautkremer – No report.
5. Ryan commented that if anyone has suggestions for individuals who would be interested in serving on the Public Works Committee to please talk with him or City Staff.

Motion by Jacobson, seconded by Johnson to enter into closed session pursuant to Minnesota Statue 13D.03 to discussion Union Negotiations at 8:52 p.m. Motion carried unanimously.

Motion by Johnson, seconded by Jacobson to re-open the regular meeting at 9:48 p.m. Motion carried unanimously.

There being no further business, Motion by Krautkremer, seconded by Ryan to adjourn the meeting at 9:49 p.m. Motion carried unanimously.

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Fred Heidmann, Mayor

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Jennifer Max, City Administrator/Clerk